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CENTRAL INTELLIGENCE AGENCY

SELECTED CLERICAL PERSONNEL
IN PROCESS AS OF 31 MAY 1953

Organization and Type	NUMBER IN PROCESS			MONTHS IN PROCESS					
	Total	Full Clearance	Less Than Full	One or Less	One to Two	Two to Three	Three to Four	Four to Five	Over Five
AGENCY - TOTAL	877	139	738	284	269	209	64	22	29
Clerk-Typist	123	26	97	53	26	24	9	3	3
Clerk-Steno	355	53	302	143	92	83	25	5	7
Sec-Steno	106	23	83	18	41	22	9	5	11
Clerk-Typing	215	32	183	50	77	58	19	8	3
Sec-General	9	2	7	-	3	3	2	1	-
Clerk	69	3	66	20	30	19	-	-	-
DCI	-	-	-	-	-	-	-	-	-
COMMO	26	2	24	6	6	11	2	1	-
Clerk-Typist	3	-	3	1	-	1	-	1	-
Clerk-Steno	10	2	8	4	1	4	1	-	-
Sec-Steno	3	-	3	-	-	3	-	-	-
Clerk-Typing	10	-	10	1	5	3	1	-	-
TRAINING	23	6	17	1	11	7	1	-	3
Clerk-Typist	1	-	1	-	1	-	-	-	-
Clerk-Steno	14	1	13	-	8	5	1	-	-
Sec-Steno	5	2	3	1	2	2	-	-	-
Clerk-Typing	3	3	-	-	-	-	-	-	3
DDA GROUP	124	27	97	44	32	33	10	1	4
Clerk-Typist	27	7	20	13	9	4	1	-	-
Clerk-Steno	68	14	54	26	13	19	6	1	3
Sec-Steno	5	1	4	-	4	1	-	-	-
Clerk-Typing	24	5	19	5	6	9	3	-	1
DDP GROUP	450 a/	58	392	120	130	99	23	13	15
Clerk-Typist	12	5	7	3	1	-	3	3	2
Clerk-Steno	166	16	150	65	60	35	2	3	1
Sec-Steno	73	15	58	10	21	12	7	4	9
Clerk-Typing	197	17	120	31	57	35	9	3	3
Sec-General	9	2	7	-	3	3	2	1	-
Clerk	53	3	50	11	28	14	-	-	-
DDI GROUP	100	18	82	31	23	23	16	4	3
Clerk-Typist	36	4	32	16	7	8	2	2	1
Clerk-Steno	21	5	16	3	7	4	7	-	-
Sec-Steno	9	3	6	4	2	-	1	1	1
Clerk-Typing	34	6	28	8	7	11	6	1	1

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CENTRAL INTELLIGENCE AGENCY
(continued)

SELECTED CLERICAL PERSONNEL
IN PROCESS AS OF 31 MAY 1953

Organization & Type	NUMBER IN PROCESS			MONTHS IN PROCESS					
	Total	Full Clearance	Less Than Full	One or Less	One to Two	Two to Three	Three to Four	Four to Five	Over Five
AGENCY-AT LARGE	154 b/	28	126	62	17	36	12	2	4
Clerk-Typist	44	10	34	20	6	11	3	2	-
Clerk-Steno	76	15	61	45	3	16	8	1	3
Sec-Steno	11	2	9	3	2	4	1	-	1
Clerk-Typing	7	1	6	5	2	-	-	-	-
Clerk	16	-	16	9	2	5	-	-	-

a/ Twenty on Duty in IAB, 31 May 1953.
b/ Includes 118 in Process for IAB and 36 Undesignated Clerical Personnel.

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MEMORANDUM FOR: DEPUTY DIRECTOR

For several years this Agency has experienced a critical shortage of clerical employees. The Personnel Office intensified its recruitment efforts during the past year, and, while no one is proposing a slackening of these efforts, it does appear from the accompanying report that these difficulties are being overcome.

The number of clerical applicants awaiting security processing at the moment exceed the number of clerical vacancies. Experience indicates, however, that over 30% of these applicants will not survive security and other hurdles.

25X1A [redacted]

WALTER REID WOLF
Deputy Director
(Administration)

22 Jun 53
(DATE)

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